

City of Morgantown

INCLUSIVE CITY COMMISSION

Proposed Ordinance Guidelines/Commission Bylaws

Article I - Organization

History: The City of Morgantown applied to the National League of Cities in 2006 to be recognized as a city which is “Building an Inclusive Community”. Thereafter the City formed an Inclusive Community Committee with West Virginia University and the Monongalia County Board of Education. This initial step brought recognition that all three entities have unique, separate roles and responsibilities as well as collective opportunities to serve inclusivity in the shared area environment. The establishment of an Inclusive City Commission allows the City to address needs for deliberate and continuous attention being dedicated to City-related inclusivity opportunities and concerns as well as to work with other jurisdictional systems.

Municipal Policy: The City policy to establish an Inclusive City Commission is based on recognition and vision that the diversity found in our city brings forth richness in our community, a greater understanding of our world, a multitude of talent to benefit collective needs, and an opportunity for enhanced living and learning for all. Inherent in this policy is a commitment to encourage and endeavor to bring about equal opportunity, mutual understanding and respect for persons of all ages, abilities, ancestry, blindness, color, disability or handicap, ethnicities, familial status, national origins, sex, sexual orientations, races, religion and other backgrounds or orientations.

Definitions: When used in relation to these bylaws:

- (a) “Inclusive City” means a name for a national concept for cities working in cohesive collaboration with community partners to: support citizen appreciation of diversities of race-religion–culture and other differences; strive in opposition to discrimination; expand equitable opportunities for all; and advocate for shared citizen participation in decision-making - in order to build a communities that are accepting and representative of the differences among its citizens.
- (b) “Commission” means the Inclusive City Commission of the City of Morgantown.
- (c) “National League of Cities” means the National League of Cities and its various institutes and programs which relate to diversity in municipal populations throughout the United States and to efforts to support development of more equitable and sustainable communities.
- (d) “Neighborhood Coordinating Council” means the inter-neighborhood entity established by the City in 2005 to facilitate information exchange between the City administration and neighborhoods and among neighborhood organizations within the City.
- (e) “Sister City Program” means a national intercultural exchange program established in 1956 to promote global cooperation and intercultural understanding at the municipal level; stimulate connections, competitiveness and collaboration

- c. Study problems and needs related to inclusivity in the City and make specific recommendations to the City Manager and to the City Council and other partners as pertinent.
- d. Support and develop program initiatives to promote resident awareness and knowledge of both opportunities to increase inclusivity and current barriers which limit community inclusiveness and long term sustainability.
- e. Learn about best practices for addressing issues.
- f. Review City plans and policies which contain matters relating to inclusivity.
- g. Create and implement an inclusive community plan for the City which increases public awareness of issues; promotes education and understanding; provides, enables or enhances services; articulates planned collaboration; and promotes public participation. *(Examples of several existing municipal inclusive community programs include the Neighborhood Coordinating Council, Sister Cities program, Martin Luther King Day celebrations, the Teen Court and Youth Commission.)*
- h. Use media and internet to frame and convey information about issues, public programs, and service opportunities.
- i. Confer with the City Manager for procedural guidance before making referral of any reported alleged acts of unlawful discrimination to the West Virginia Human Rights Commission.
- j. Report no less than annually to the City Manager and City Council information or recommendations of general interest.

Article II - Membership

Membership: The Inclusive City Commission shall consist of seven commissioners selected by the City Manager with the concurrence of the City Council. No less than four members shall be resident citizens of the City. Candidates will not be selected to represent specific organizations or locations. The Commission may recommend candidates for consideration. The Commission may appoint ex-officio members with the approval of the City Manager.

Terms: Commissioners shall serve for two-year terms beginning with the first meeting after the beginning of the municipal fiscal year. Terms of office will be staggered so that approximately half of the terms will expire every other year. The Commission may request that the City Manager replace any representatives failing to attend three consecutive meetings without communication with the Commission officers or City staff representatives.

Article III - Meetings

Regular Meetings: Meetings shall be conducted in compliance with the West Virginia Public Meetings Law and open to the general public. Meetings shall be held monthly or no less than quarterly upon the call of the chairperson or City administrator providing staff services to the Commission.

Special Meetings: Special Meetings of the members may be called by the chairperson or City administrator providing staff services to the Commission. No business other than the subject of the Special Meeting shall be transacted at special meetings.

Quorum: Four voting Commission members shall constitute a quorum for the transaction of business. Meeting attendance reports shall be reported to the City Clerk by the Secretary.

Article IV - Officers

Officers: The officers of the Inclusive City Commission shall be a Chairperson, Vice Chairperson, and Staff Coordinator. The Chairperson and the Vice Chairperson shall be elected from the Commission membership. Officers elected shall hold term for one (1) year and be eligible for re-election. All nominees shall confirm their willingness to serve if elected, prior to their name being placed in nomination. The Staff Coordinator shall be appointed by the City Manager or his/her designee.

Chairperson: The Chairperson of the Inclusive City Committee shall prepare an agenda, call all meetings, preside at all meetings, and be a consulting member of all committees formed.

Vice-Chairperson: The Vice Chairperson shall act as Chairperson in the absence of the Chairperson. The Vice-Chairperson shall have such other duties, as the Inclusive City Commission may authorize from time to time to be assigned to the office.

Staff Coordinator: The Staff Coordinator shall be responsible for organizing meetings, keeping records of membership, overseeing records of all meetings of the Inclusive City Commission, and for preparing reports of the Commission to the City Manager, City Council or other body as needed or requested. The Staff Coordinator may be assisted other City staff or by interns as may be retained.

Article V - Committees

Committees: The Inclusive City Commission shall have the authority to establish standing or ad hoc committees as necessary to meet the responsibilities related to its mission. Voting members of each Committee shall be selected by members of the Commission.

Article VI - Finances

Appropriation of Funds: City Council may appropriate any funds that it deems necessary to carry out any of the proposals set forth by the Inclusive City Commission. The Commission, with the approval of Council, may apply for State and Federal financial aid in grants or other forms of financial assistance through the City Administration to assist in carrying out any approved plans or projects. The Commission may also seek financial assistance from organizations or individuals for such purposes.

Fiscal Responsibilities: The Inclusive City Commission shall not have the authority to maintain any independent account or to receive any gifts, endowments, bequests and investments. Any such account, if requested, shall be maintained by the City Manager.

Article VII – Bylaws

7.1 Commission Procedures: The Inclusive City Commission may adopt or amend its own bylaws or rules of procedure subject to the action of City Council:

Approved by action of the Morgantown City Council,

Date: May ____ 2012

James Manilla, Mayor

Linda Little, City Clerk